

## COMMUNITY SERVICE PROJECT

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.

### ELIGIBILITY

Each local chapter may submit two copies of the report. Local chapter members do not have to attend the State Leadership Conference to enter this event.

### REGULATIONS

1. An online entry must be submitted by March 17. Two copies of the report (original or copy) must be postmarked no later than March 17.
2. The report formats must adhere to the following guidelines:
  - A. Report Contents
    1. Reports must contain a table of contents. A title page, divider pages and appendices are optional.
    2. Reports must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
    3. Pages must be standard 8 ½" by 11" paper.
    4. Pages must not be laminated or bound in sheet protectors.
    5. Reports may be single- or double-spaced.
    6. Each side of the paper providing information is counted as a page.
    7. Valuable items should not be included with the report. Copies should be sent rather than important original documents.
    8. No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
  - B. Report Covers
    1. Both a front and back cover are required.
    2. Report covers must contain the following information: Name of the School; State name; Name of the Event; Year. They may also contain additional information but are not counted against the page limit.
    3. Report covers must be of a weight such as cover stock, index stock, or card stock.
    4. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
    5. All reports must be bound (e.g. tape binding, spiral binding)
    6. No items, such as labels or decals, may be attached to the front cover.
    7. Two- or three-ring binders are not acceptable as report covers.
    8. Report covers must not exceed 9½" x 12".
  - C. General Requirements
    1. Reports must be prepared by student members, not advisers. Local chapter advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
    2. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
    3. Entries must adhere to all of these regulations or be assessed penalty points up to 20 points total.

## Community Service Project Continued

### FORMAT AND CONTENT

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

The report format should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

### PROCEDURES

1. The state office secures judges and sets the date for judging. The date is generally two weeks preceding the State Leadership Conference.
2. Reports are returned to advisers at the end of the conference. If time and space permit, project reports are on display for members and advisers to view during the conference.

### JUDGING

Judges complete a rating sheet on each report and assign a rank to it. The rating sheets should substantiate the rankings.

The rank given by each judge for the report is recorded on a ranking sheet. The ranks for each project are totaled. The report with the highest rank is the winner. The highest rank is one.

In the event of ties, the report receiving more small numbers from the judges is the winner. If ties remain after using this step, judges are to break the ties.

### AWARDS

A plaque is awarded to the first through fifth place winners and certificates are presented to the chapters winning sixth through tenth places.

### REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.

**COMMUNITY SERVICE PROJECT**

Rank the reports within a first to last order. No ties.

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
Purpose of project (statement of project goals and service to the community and its citizens)	0	1 - 5	6 - 10	11 - 15	
Scope and intensity of project					
Planning and development	0	1 - 5	6 - 10	11 - 15	
Implementation	0	1 - 5	6 - 10	11 - 15	
Benefits to and impact on the community	0	1 - 8	9 - 18	19 - 25	
Evidence of publicity	0	1 - 2	3 - 4	5	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information	0	1 - 3	4 - 7	8 - 10	
Creativity of written presentation, design, and graphics	0	1 - 2	3 - 4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 - 3	4 - 7	8 - 10	
Subtotal					
<b>Penalty Points Deduct 5 points each for not adhering to Report Guidelines (maximum of 20 points)</b> ___cover Incorrect ___missing table of contents & page numbers ___binding incorrect ___over thirty pages, pasted items ___no page numbers in report ___2 copies of report not received ___report format does not follow rating sheet _____Total penalty points					

**Total Points**

/100 max.

Verification of total score (initials)

\_\_\_\_\_ Event Supervisor

\_\_\_\_\_ Event Supervisor



# RANKING SHEET - MISSOURI FBLA

## COMMUNITY SERVICE PROJECT

NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

$$\begin{array}{ccccccc} \downarrow & \downarrow & & & \downarrow & & \\ \text{Example: } & 1 & 2 & 6 & = & 9 & 2 \\ & 2 & 3 & 4 & = & 9 & 2 \end{array}$$
 } Tied for second place      Winner

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.